

# *Recycled Product Purchasing Grant Guidelines*

## **Introduction**

The Recycled Product Purchasing Grant helps to stimulate the markets for recycled-content products and reused products by encouraging local government entities to purchase these products as a trial or demonstration. These trials or demonstrations provide an opportunity to test a new product without significant financial risk. These grants are expected to open the possibility for increased purchases both by local governments and private-sector businesses that might also benefit from the experience of the trial or demonstration. This helps build confidence in and demand for recycled-content products, thereby supporting recycled content product manufacturers and strengthening Indiana's recycling infrastructure. Grants of up to \$5,000 per project will be made available to successful applicants. Projects will be awarded funding on a competitive basis and must provide at least 50% matching funds. Preference will be given to products manufactured in Indiana. Provisions will be made for confidentiality of proprietary information.

Administration and staffing for the program are performed by the Lieutenant Governor's Office of Energy and Defense Development (OED). Final funding decisions are made by the Recycling and Energy Development Board (REDB).

## **Eligibility**

Eligible applicants are limited to local Indiana government entities for the purchase of recycled-content or reused products, preferably produced in Indiana. Examples of recycled-content products that may be funded through the program include the following:

- Plastic lumber-based products.
- Construction materials (e.g. glass-based tiles, carpeting, etc.).
- Recycled-content copy paper.
- Recycled-content office supplies.
- Scrap tire-derived products (loose crumb rubber playground resurfacing projects are not eligible).
- Recycled-content promotional materials (e.g. clothing, cups, etc.).

Note: Steel-based products are not eligible.

## **Project Evaluation**

Factors to be considered in evaluating projects include the following:

- **Potential for continued use.** If the demonstration project is successful, entity will potentially change a long-term purchasing choice in favor of a recycled-content product.
- **Public education potential of trial or demonstration.** The level of public education and exposure potential for the project indicates that public and private organizations might benefit from the trial and also change their purchasing choice.
- **Project feasibility and need.** The applicant must identify project need, list project objectives and describe the significance of using the recycled-content product in the project.
- **Type and amount of recycled-content products purchased.** Emphasis will be given to priority materials, support of Indiana businesses and potential landfill-diversion rates.

## Grant Parameters

The maximum grant amount available per project is \$5,000 and shall not exceed one-half of the project's eligible costs. Eligible costs include products made from post-consumer and/or post-industrial recycled materials. Grants will be made in conjunction with investments by private-sector lending sources, local government funding or from other sources. Grant funds will be awarded as a reimbursement for expenses incurred and must be used within one year of contract execution. A sign on durable products (i.e. benches, tiled surface, etc.) is required, identifying product as recycled content. Applicants must agree to provide the OED with an evaluation report upon completion of the marketing project.

## Application Process

Interested applicants must first submit a pre-proposal letter (no longer than four pages) outlining the project. The following information should be submitted in the letter to OED (contact the office for due dates):

- **Brief description of proposed project.** Describe proposed recycled-content product and justification for trial or demonstration.
- **Describe potential benefits of a successful demonstration.** Potential for use of product in the future.
- **Describe education possibilities.**
- **Project participants.**
- **Project budget.**
- **Project's location and time frame.**

The OED will review each proposal letter to ensure compliance with program guidelines and to determine whether the project will be competitive for funding. If approved, applicants will be invited to submit a formal application. Following the submission of a formal application, project evaluation will take place. Final decisions regarding the approval of funding for projects are made by the Recycling and Energy Development Board, which meets on a quarterly basis.

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## Confidential Information

To the extent feasible and permissible by law, the Lieutenant Governor's Office of Energy and Defense Development (OED) will honor an applicant's request that confidential information submitted to OED remain confidential. The OED will treat information as confidential only if: (1) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (2) the information is specifically marked or identified as confidential by the applicant, (3) the information is segregated and placed in a separate appendix to the application, and (4) no disclosure of the information is required by law or judicial order. If the application results in a loan, the honoring of confidentiality of identified data shall not limit OED's right to disclose general project information (not proprietary information) and results to the public. Each and every page containing proprietary data must be clearly identified and marked CONFIDENTIAL.